



# Royal Ontario Museum Life Sciences Publications **Guide to Authors and Editors**

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Joan M. Burke

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Royal Ontario Museum



Royal Ontario Museum  
Life Sciences Publications  
**Guide to Authors and Editors**

Joan M. Burke



A Life Sciences Miscellaneous Publication  
of the Royal Ontario Museum

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## *Introduction*

The Royal Ontario Museum publishes three series in the Life Sciences:

Contributions: a numbered series of original scientific publications.

Occasional Papers: a numbered series of original scientific publications, primarily short and of taxonomic significance.

Miscellaneous Publications: an unnumbered series on a variety of subjects.

All manuscripts considered for publication in the ROM Life Sciences series are submitted by staff and research associates of the museum and researchers using ROM collections; each manuscript is judged on its merit. Monographs on the flora and fauna of Ontario by authors not affiliated with the ROM will be considered for publication. Authors may be required to provide financial assistance to offset publication costs for their particular manuscripts. Manuscripts are subject to review by at least two independent referees--other than ROM staff--who are authorities in the particular field, as well as to the scrutiny and editorial policies of the Life Sciences Editorial Board.

The Life Sciences Editorial Board consists of three editors from the curatorial staff, each elected for a three-year term, with staggered commencement dates to ensure continuity. During the last year of his or her term, each editor serves as senior editor, and at the end of the senior editor's term a new third editor is elected to the board by the Science Curators' Council. The retiring editor assumes emeritus status to see through to completion manuscripts assigned to him that are already in progress. Scientific editors outside the ROM may be invited to serve on the editorial board either for a specific manuscript or for a term.

Since the Life Sciences editors volunteer their professional and personal time for this duty, it is the responsibility of the author to produce an acceptable manuscript.

Authors are expected to write clearly and concisely, to prepare their manuscripts carefully, and to submit them according to the following instructions. Failure to do so will result in the manuscript's being returned to the author for revision. All manuscripts are considered on the understanding that they are not currently offered for publication elsewhere.

### *General*

Numerous books, pamphlets, and articles are available to assist an author in preparing a text, and so no attempt is made to cover that area in this Guide. For matters not covered here, consult CBE Style Manual (Fifth Edition), published by the Council of Biology Editors. Other standard sources are as follows: for English spelling, The Concise Oxford Dictionary; for Canadian place names and coordinates, Canada Gazetteer Atlas; for the spelling of geographic names, The Times Atlas.

See recent publications in the ROM Life Sciences series for examples of the ROM style. Manuscript pages, including the tables, literature cited, and appendices, should be double-spaced with a 4 cm margin on all sides. The first line of the first paragraph under each heading should not be indented.

When literature is cited in the text, the author's name and the year of publication must be given, followed if necessary by the appropriate page(s) or figure(s): (Smith, 1960:71-79, fig. 17) or (Smith, 1960). If reference is made to publications produced by four or more authors or editors, the forms (Smith et al., 1960) or Smith et al. (1960) should be used. (Note the punctuation and places where spaces should occur.) Italics should not be used for abbreviations or for foreign language phrases or words. Where figures or plates of published works are cited, they should be given in lower case to distinguish them from those in the author's manuscript; the latter are given in upper case, for example, (Jones, 1921, pl. 2, as noted in Pl. 2). When there is more than one publication of the same author and year, these publications should be differentiated with a, b,

c following the year, for example, (Jones, 1981a; Smith, 1979a, b) (see the Literature Cited section of this guide for the corresponding listing of entries).

A reference to a personal communication should appear as A. Jones (pers. comm., 1959); unpublished reports should be referred to as A. Jones (unpub. rep., 1959); manuscripts should be referred to as A. Jones (ms., 1959). References of this nature should not be included in the Literature Cited.

Footnotes should not be used in the text.

Metric weights and measures should be used. If the nature of the paper warrants, imperial equivalents may be given in parentheses.

### *Manuscript Organization*

The organization outlined here is for the Contributions series and normally should be as follows: title page, author page, contents, abstract, introduction, materials and methods, results, discussion, conclusions, summary (if paper is long), acknowledgements, appendices, literature cited, tables, and plate or figure captions.

Occasional Papers are of smaller size, normally not more than 40 manuscript pages in length; they lack a table of contents, usually a summary, and perhaps some other sections.

Miscellaneous Publications are of various formats; authors should consult with the Life Sciences Editorial Board before submitting a manuscript for consideration in this series.

#### TITLE PAGE

The title and author(s) should be indicated, and, at the bottom left-hand side of the page, the series, number of text pages, number of tables, figures, and plates, and whether appendices are included.

#### AUTHOR PAGE

On a separate page indicate the full name of the author(s),

their position(s) and address(es), and their affiliation(s) with the ROM if applicable.

#### TABLE OF CONTENTS

The headings of the paper should be listed in the table of contents in a manner that indicates their relative importance; this is most easily achieved by indenting subheadings progressively under main headings.

#### ABSTRACT

Number preliminary pages in lower case Roman numerals; pagination in Arabic numerals should begin at the abstract. Usually the abstract should be about one per cent of the text in length. Abbreviations or references should not be used in this section. Key words may be included.

#### INTRODUCTION

The introduction should contain a statement of the objectives of the research, with a discussion of the nature and scope of the work.

#### MATERIALS AND METHODS

This section may contain information on the material studied, methods used to study it, and institution(s) where the material is deposited. Any abbreviations used in the text should be explained here (see also Systematics and Taxonomy below). Any statistical methods or unusual mathematical notations should also be explained.

#### SYSTEMATICS AND TAXONOMY

Rules of the International Codes of Biological Nomenclature must be followed. In a taxonomic paper the following subheadings may be used (but not necessarily in this order): taxon, synonymy, material, diagnosis, description, discussion and comparison, etymology (if a new species or genus), and distribution.

When introducing a new species or genus, use sp. nov. or gen. nov. The name of a taxon should be given in full in headings, at its first occurrence in the text, and wherever it occurs at the beginning of a paragraph. The authority and date should accompany the first mention of each taxon.

In a synonymy the following format--citing author, date, and pages--should be used, with the original citation given first:

Dugesia foremanii Girard, 1852:210, pl. 36, fig. 55.

Planaria foremanii--Stringer, 1918, pl. 11, figs. 15, 18.

Curtisia foremanii--Hyman, 1931:322, pl. 7, fig. 11.

Cura foremanii--Marcus, 1955:111; Smith, 1982:20 (eggs).

Dugesia (Cura) foremanii--Ball, 1974a:377, pl. 19, fig. 15.

Planaria simplissima Curtis, 1900:477, pl. 5, fig. 2.

Planaria simplicissima--Stevens, 1907:350, pl. 3, fig. 2

(lapsus calami).

Curtisia simplicissima--von Graff, 1916:3212, pl. 7, figs. 10, 11.

Planaria lugubris--Morgan, 1901, et auct. (non Schmidt, 1862).

Planaria polychora--Kepner and Pickens, 1925:237 (non P. polychora Schmidt, 1862).

Please note carefully the punctuation and places where spaces should occur; there should be no punctuation between the specific name and author for original descriptions, and a dash for subsequent literature citations of that specific name. Two forms of synonymy are in common use; both are chronological--one stresses the chronology of the synonymous names and the other the chronology of the bibliographical references--and either may be used. Synonymies are not necessarily restricted to the first use of each new combination and may include any relevant references to the taxon.

## KEYS

The format is flexible, depending on the discipline.



## SUMMARY

The summary should be concise and factual. If a summary is given in one or more foreign languages, it should follow the English summary. When a paper is too short to warrant an English summary, a foreign language summary may still be given.

## ACKNOWLEDGEMENTS

The acknowledgements should be brief. Any special acknowledgement required by a granting agency should be included. If the recipient of the grant is other than the author, the name should be given.

## APPENDICES

The appendices can take the form of locality information, lists, tables, measurements, or instructions that are not required for clarity of reading in the body of the text. Any tables included as part of an appendix become appendix tables 1, 2, 3.

If an appendix is lengthy, the author should consider omitting it from the manuscript and depositing it instead in an accessible source such as the Depository of Unpublished Data, CISTI, National Research Council of Canada, Ottawa, and including a note to that effect in material and methods.

## LITERATURE CITED

Use the heading literature cited, not bibliography or references. All citations--in the text, taxonomy, tables, plate and figure captions, and appendices--must be included. Include any articles in press and theses cited but not personal communications, unpublished reports, or references to manuscripts in preparation.

Citations should be double-spaced and arranged alphabetically by author. When there are two or more citations for an author, the publications should be listed chronologically. If several papers published in the same year by an author are cited, they should be differentiated by a, b, c, following the order of their citation in the text.

Authors' names should be typed in upper-case characters with initials, unless for reasons of clarity the first name has to be spelled out in full. List the name of the first author in an entry in inverted form, and subsequent authors with initials first (see examples below). For publications by more than one author, names and initials of all should be given. For publications by more than one editor, the senior editor, if so designated, should be listed, followed by et al.; otherwise, names and initials of all editors should be given.

The rest of the entry should be typed in upper and lower case. In the title of a report or book, capitalize only the first letter of the first word, proper nouns and adjectives, and taxonomic names.

Journal names should be given in full with the first letters of all main words in the journal titles capitalized.

Use Arabic numerals for volume number, even if Roman numerals were used in the original work. Omit volume subdivisions (issue, number, supplement) if the volume is consecutively paginated; if, however, the subdivisions are paginated independently, their numbers should be placed in parentheses after the volume number. The volume number and page numbers of a journal should be separated by a colon with no space on either side.

A copy of the literature cited will be checked for style and consistency by the ROM library, and any changes suggested should be incorporated. It is the author's responsibility, however, to verify the accuracy of citations.

Please note the spacing, alignments, and indentations in the examples below.

CAMPBELL, K. S. W.

1957        A lower Carboniferous brachiopod-coral fauna from  
                  New South Wales. *Journal of Paleontology* 31:34-98.

VALENTINE, J. W. and R. G. PEDDICORD

1967        Evaluation of fossil assemblages by cluster  
                  analysis. *Journal of Paleontology* 41:502-507.

JACKSON, G. D., T. R. IANELLI, G. M. NARBONNE, and P. J. WALLACE  
1978      Upper Proterozoic sedimentary and volcanic rocks of  
              northwestern Baffin Island. Geological Survey of  
              Canada, Paper 78-14:1-15.

RIDGELY, R. S.  
1976      A guide to the birds of Panama. Princeton,  
              Princeton University Press. 394 pp.

KAYSER, C.  
1965      Hibernation. In Mayer, W. V. and R. G. Van Gelder,  
              eds., Physiological mammalogy. New York, Academic  
              Press, vol. 2, pp. 180-278.

LUMSDEN, H. G.  
1959a     The status of waterfowl in the Cape Henrietta Maria  
              region of Ontario. In Transactions of the  
              Northeast Wildlife Conference, Tenth Annual  
              Meeting. Montreal, Office of Biology of the  
              Department of Games and Fisheries, University of  
              Montreal, pp. 155-164.  
1959b     Mandt's Black Guillemot breeding on the Hudson Bay  
              coast of Ontario. Canadian Field-Naturalist  
              73:54-55.

SMITH, R. H.  
in press   The life history of the dragonfly. Canadian  
              Journal of Zoology.

DE MOTT, L. L.  
1964      Middle Ordovician trilobites of the upper  
              Mississippi Valley. Ph.D. Thesis, Harvard  
              University. 236 pp.

OMMANNEY, F. D. et al., eds.  
1964      The fishes. Life Nature Library. New York, Time.  
              192 pp.

#### TABLES

Tables should be double-spaced and numbered consecutively in Arabic numerals, with headings and captions laid out as shown below. If possible, avoid using footnotes in tables.

Table 1 Distribution of Gondolella gymna in U.S.A.

Totals marked with an asterisk are approximate.

## ILLUSTRATIONS

Illustrations may be designated according to the conventions of the author's discipline. In some disciplines single or grouped photographs of scientific subject matter are commonly termed plates while line drawings and locality illustrations are termed figures; in other disciplines all illustrations are termed figures. Usage must be consistent throughout the paper.

Figures and plates will be interspersed throughout the text unless the Life Sciences editors decide otherwise. A full-page illustration should be sized to fit the finished page size of the publication (23 cm depth X 17 cm width for a Contribution, 20 cm depth X 13 cm width for an Occasional Paper). A scale or magnification factor should be included. Authors are reminded that if their illustrations have to be reduced in size for the publication, the magnification factors will change, and that they are responsible for the conversion.

The reproduction of illustrations can be only as good as the original artwork, and rectifying any deficiencies in the artwork during the production of the publication involves considerable expense and delay. To ensure that their illustrations will reproduce well, authors should submit representative sample artwork for a line drawing and for a photograph illustration to ROM Publication Services for examination, ideally before the other illustrations are prepared. The lines of line drawings must be even and very fine lines should be avoided. Photographs must be in focus. When the manuscript is accepted for publication, the original plates or figures should be submitted, not just reproductions of them reduced to the required size. For the preparation of illustrations mounted on black or white backgrounds, there are several cautions:

1. Backgrounds must be free of blemishes (including glue, tape, white-out, and felt pen).

2. Photographs mounted on such backgrounds must be carefully cut so that the cropping is clean and so that no borders, such as margins of photographic paper, appear when the photographs are affixed to the boards.

3. Photographs mounted in a composite plate should have consistent tonal values.

4. The lettering and numbering on all illustrations should be standardized; use typeset or Letraset characters. On a composite plate or figure, lettering and numbering must be sufficiently strong to reproduce well in the screening process for halftones; if not, the characters should be mounted separately on a stable acetate overlay.

Captions for illustrations should be double-spaced, listed in order, and laid out as in the examples following. A summary of the subject matter illustrated should be given in the leading paragraph; itemized descriptions of sections of the illustration should follow, if appropriate.

Plate 1, figs. 1, 2

Gondolella gymna Merrill and King, Oz element;  
Lonsdale Member, Modesta Formation, Illinois.

1. Lateral view, locality 2AMGL, ROM 38085, X 000
2. Aboral view, locality 7AMGL, ROM 38086, X 000

Fig. 1, A-C: all X 8

- A. Peratherium valens (Lambe), SMNH P661.401, left upper molar, probably  $M^2$ , occlusal view.
- B. Peratherium valens (Lambe), SMNH P1585.642, left  $M^2$ , occlusal view.
- C. Peratherium valens (Lambe), ROM 23227, right  $M^2$ , occlusal view.

Fig. 15A, B Reconstructions of Dendrocrinus parvus sp. nov.

- A. CD interray of holotype.
- B. Anterior view of paratype.

## *Editorial Process and Responsibilities*

The senior editor of the Life Sciences Editorial Board will pass the manuscript to the manuscript editor selected, who will ask two or more outside referees to read it critically.

If the referees recommend acceptance of the manuscript, the manuscript editor will review it, edit it, and return it, along with the reviewers' copies, to the author, or designate, for revision. Should both referees recommend rejection, the editorial process will end; if a rejected manuscript is resubmitted, the same editorial process will take place.

If the Life Sciences Editorial Board accepts the revised manuscript for publication, the manuscript editor will confirm this officially by letter to the author and forward the manuscript to ROM Publication Services, which will then be responsible for copy editing and production, and, with the author, for proofreading.

### AUTHOR

The author is responsible for preparing the manuscript in ROM style; it should be proofread carefully and should be internally consistent before submission.

The author must verify that references to literature sources throughout the manuscript correspond with the entries in the literature cited.

The author must submit three complete copies of the manuscript for editing and refereeing. Three good-quality sets of all illustrations should accompany the manuscript; the author should retain the original plates and figures until the manuscript is accepted for publication (see also Illustrations).

If there is more than one author, indicate to whom editorial correspondence, reviewed copies of the manuscript, and galley proofs should be sent. If an author anticipates an absence, a designate should be assigned.

With the manuscript, the author should submit the names, addresses, and telephone numbers of at least three possible outside referees conversant with the subject matter of the

paper. None or all of these referees may be used, at the manuscript editor's discretion.

If not a ROM staff member, the author should direct the manuscript through an appropriate ROM department, which will submit the manuscript to the Life Sciences Editorial Board with a letter from the department head, to support publication.

On receipt of the referees' comments and recommendations, the author is responsible for modifying the manuscript in accordance with their suggestions, or for showing that the suggested revisions are unwarranted. The Life Sciences Editorial Board will make the final decision on conflicting views.

The author should then resubmit three copies of the manuscript and illustrations with changes and amendments incorporated. The reviewed copies of the manuscript must be returned with the revised copy so that the manuscript editor can verify that the necessary changes have been made.

The author, or designate, should be prepared to proofread and mark corrections on all galleys and page proofs received from ROM Publication Services. Authors must assume responsibility for the accuracy of the final galleys and page proofs. Life Sciences editors do not accept responsibility for proofreading. All proofs should be returned promptly to ROM Publication Services.

Authors will receive an order form for copies of their publication from ROM Publication Services and should return the form promptly. The maximum number of free copies is 300; however, fewer may be provided of large, costly publications. Additional copies, at discount, may be ordered; information on discounts is available from ROM Publication Services.

#### SENIOR EDITOR

The senior editor of the Life Sciences Editorial Board receives from ROM departments manuscripts submitted for publication in the Life Sciences series and is responsible for verifying that the correct number of copies has been submitted. After

examining the manuscript and the quality of the illustrations to determine whether major revision is needed to comply with ROM format or whether the manuscript can be entered immediately into the editorial process, the senior editor must fill in an editorial routing sheet for the manuscript and assign a manuscript number. Any comments by the senior editor should be noted on this routing form. The senior editor should then select a manuscript editor--manuscript editors will not be assigned manuscripts that originate in their departments--and send the routing sheet and all copies of the manuscript to the manuscript editor.

The senior editor should maintain a record of incoming manuscripts, their number, and their status.

#### MANUSCRIPT EDITOR

Upon receipt of a manuscript, the assigned manuscript editor should acknowledge its receipt in writing to the author, or designate, and send a copy of this letter to the head of Publication Services.

The manuscript editor is responsible for choosing two referees and for determining their willingness to review the manuscript and to return it as soon as possible, or, if necessary, for asking them to suggest other possible referees. The manuscript editor should then send a copy of the manuscript and a referee's report form to each referee and should contact the referees if they do not review the manuscript within a reasonable time. If the manuscript editor receives contradictory reviews or disagrees with concurring reviews, the manuscript should be sent to a third referee; the final decision on acceptability will be made by the Life Sciences Editorial Board.

The manuscript editor should also send a copy of the literature cited to the ROM head librarian to be checked and modified to ROM style where necessary.

When the referees return a manuscript, the manuscript

editor should edit it for clarity, accuracy, adherence to ROM format, and correct usage, and for possibilities for reducing the length of the text or number of illustrations.

The manuscript editor is responsible for sending the reviewed copies of the manuscript to the author, or designate, for receiving the revised manuscript from the author, and for discussing with the author any conflicting opinions. The manuscript editor should then make any further editorial decisions necessary, possibly in consultation with the other members of the editorial board.

### *Acknowledgements*

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